



Letter from the Child and Youth Services Officer

Dear Parents:

Welcome to Japan, the Camp Zama Community and to Child and Youth Services (CYS)! We hope that this handbook will answer most of your questions, but please call on us at any time should you need additional information. We believe that open, continuous parent – staff communication is vitally linked to the success of our programs, so you are encouraged to share your comments and ideas. We ask that you make every effort to stay involved with your child's program. Read this handbook and jot down any questions, then call your program director.

Your child is entrusted in our care during his/her formative years when basic skills and feelings about self and the surrounding world are developed. Our primary goal is to provide a safe, nurturing environment that fosters positive self-esteem through purposeful play and exploration and a feeling of success. Our common bond is your child, and we look forward to this special partnership. Please keep these important people in your child's life informed about family issues or concerns. Talk to them daily so that they may provide the best care for your child. Let them know when you or your spouse will be deployed or when there has been an upsetting event in your family such as death or illness. They are aware of many resources that can help you.

We encourage you to visit your child at any time for as long as you like. Children especially appreciate you staying for breakfast or dropping in for a snack or lunch. We enjoy their smile when you share their proud events with them and their friends as another demonstration of your love for them.

We are always in need of program volunteers. Please consider sharing a special skill or some time in our programs. Please talk to your room/group lead/care provider and ask how you can get more involved. Another very important avenue for involvement is the monthly Childcare Parent Advisory Group (PAG) meeting or the quarterly CYS PAG meetings. The PAG is our forum to discuss program changes, get your ideas, and update parents on program changes/upcoming events. This is also where we plan our calendar for holiday celebrations. Each center has PAG representatives. Get to know your PAG representative. We want every parent to attend PAG meetings. If you cannot attend, please use your representative to get those questions answered quickly.

Thank you for coming to Child and Youth Services, we look forward to getting to know you and your child!

*Sincerely,
CYS Coordinator*

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Child and Youth Services Philosophy

Child and Youth Services (CYS) is an essential family program that directly supports the military lifestyle and reduces the conflict between parental responsibilities and soldier unit mission requirements. CYC is operated under the Directorate of Community Activities (DCA). Programs are administered as a Morale, Welfare and Recreation Activity supported by user fees and limited congressionally appropriated funding. The guidelines and minimum standards for the Army's CYC program are directed by Army Regulation 608-10, "Child Development Services", February 1990.

The design of Child and Youth Services seeks to support three major elements:

- 1. Children**
- 2. Parents**
- 3. Community and Command**

To meet the needs of all three elements, six major program components are offered:

- Age-appropriate full day care
- Age-appropriate part day care
- Age-appropriate hourly care
- Before and/or after school care
- Middle School/Teen Youth development programs
- Age-appropriate sports and fitness programs

Each program, whether serving infants, preschoolers, school age children or teens, has similar developmental goals and objectives and is comparable in quality. The differences are the number of hours children spend in the program, and the delivery system, such as center based, quarter based, or supplemental options. Parents may select the option that meets their family and child's needs.

Children are growing and learning continuously, not merely at certain times of the day. Young children learn from "hands on" experience and from the positive interactions children have with adults, other children, the environment and materials. Learning experiences should be realistic and relevant.

The foundation for all development is formed during a child's early years. During these critical years, a child's energy will be directed toward intellectual, physical, emotional, and social fulfillment according to his/her individual potential. To support this process, CYC programs practice multi-age grouping within each program and provide a wide range of activities to encourage optimal development of each child. This arrangement allows children to benefit from being around children who are at different developmental stages. An important benefit of multi-age grouping is the consistency of care a child receives when he/she turns another year older and isn't forced to separate from the caregiver to whom he/she is attached or the routine and environment with which he/she is familiar and reliant upon.

The CYC Program reflects the philosophy of the National Association for the Education of Young Children (NAEYC), National School Age Care Alliance (NSACA), Boys and Girls Club of America (BGCA) and National 4-H Clubs.

The Army CYC Program recognizes that; for all they can provide for children, the family is still the single most important influence in a child's life. No caregiver, provider, or program leader can replace the parent. Children need parents who will take interest in their endeavors, will encourage their efforts, will provide guidance, and will celebrate their accomplishments.

ENVIRONMENT. The CYC Program provides a planned, clean, safe, nurturing environment that promotes the physical, social, emotional, intellectual, and creative development of children. Learning

materials, creative materials, games, and physical activities are provided in each environment and are appropriate to the age and development of the children. Special attention is given to the health and safety of each child in all programs.

CAREGIVING. The foundation of each program is built around loving, caring, warm and consistent nurturing. Each center-based caregiver or program leader has one group of children, which is his/her primary care group. Children get to know and relate to their special person. Programs and routines are as consistent as possible, so children can develop a level of trust in the adults who work with them. Each CYS program seeks to help children develop positive self-concept. Therefore, all interactions with children will be positive in nature. Family values and differences are respected and affirmed.

CURRICULUM. Five special features are woven into the curriculum of programs:

Multi-Sensory. Children are active learners who learn through hands-on experiences. Planned activities use and strengthen the senses, touch, taste, smell, hearing, and seeing, as well as fostering creativity and physical skill. From these activities, children gain increasing ability to think and understand themselves, others, and the world. As children acquire new understandings they gain confidence and self-esteem. Workbooks, work sheets, coloring books, and adult-made models of “art” projects decrease a child’s own creativity and involvement with ideas. When this happens, learning is limited. Therefore, these are not used in our centers. Subject areas such as literacy, math, science, and social studies are presented through integrated and meaningful activities like books, songs, dramatic play, games, cooking, gardening and field trips.

Variety. Programs provide a wide range of developmental activities to appeal to different interests and needs and developmental levels. Children are offered a variety of activities and materials including creative art activities, music, computer use, physical activities, games, books, stories on tape, and opportunities for dramatic play and puppetry. Outdoor activities are also used to expand learning activities for children and homework centers are available for school age children. School age children provide ideas for activity clubs, which the staff will set up.

Flexibility. Daily plans are made for children’s activities. However, the caregivers, providers, or leaders will adjust the daily plans to take advantage of new opportunities to teach or engage children. The adults in each program are prepared to meet the needs of children who exhibit skills and needs outside the range of normal development. A Special Needs Specialist will provide support and training for adults working with children who have special needs.

Self-Directive. Children are encouraged to develop independence and self-help skills, as they are able. This promotes self-reliance and self esteem. Children are encouraged to make their own choices as they progress in the ability to do so. Both cooperation with the group and independent thinking are encouraged.

Non-Competitive. Children need to be respected and feel successful because of their own accomplishments, not because of the failures of other children. Therefore, “beautiful baby” contests, “fashion shows” and competitive games are not appropriate for young children. Games for children emphasize the fun and skill of an activity not the winner and loser. Cooperative games are ideal for young children. As children mature, appropriate competitive activities may be introduced.

HELPING YOUR CHILD ADJUST

Many children have a difficult time adjusting to settings outside of their home. This is normal and quite healthy. We want to work with you in helping your child's transition to a CYS program result in as smooth an experience as possible. Successful transition ideas that have been successful include:

Spending short periods of time with your child when he/she first joins in the program. This will enable you and your child to become familiar with those who will be interacting with your child on a daily basis, the activities your child will be participating in and the new setting.

For infants, bring adequate supplies of diapers, wipes, infant food and formula in unbreakable containers. Food must be in unopened jars. Formula must be prepared and labeled with name of child, and date brought to the center.

Talk to your child about participating in the CYS program. Giving an advance notice to children helps the adjustment process.

When leaving your child with us, be sure to take time to hug your child and assure him/her that you will be returning. Slipping out unnoticed can result in mistrust.

Understand that your child may not be happy about being left behind. Acknowledge and validate his/her sadness.

Ensure your child is dressed casually enough to enjoy an active day of learning activities/play.

Be punctual in picking up your child. Children become upset when their friends are leaving and they are still waiting.

A warm greeting upon pickup to your child and the staff strengthens bonds and stimulates positive communication.

Talk to your child about his/her activity during the day.

DEVELOPMENTAL ACTIVITIES

CYS is based on activities that are selected to help children develop in all areas of growth, not just in academics. Research has shown that a strong foundation in all areas of child development, such as social skills, physical development and language development are good predictors of later success. Because of this knowledge, adults working with children plan for many types of development.

Language experiences. Children enrich their language skills through conversations, books, word games, tape recorders and visual aids. Young children see the left to right sequencing used in reading as they observe adults reading to them. They learn to recognize language patterns through books and poetry. They practice self-expression during puppetry play, dramatic play, story telling, and day-to-day conversation with others. They become attentive to adults as they listen to directions and instructions. Children are exposed to written language because everyday items are labeled.

Self and Community Awareness. Children build a concept of self through an awareness of their roles and abilities as they interact with others. They develop skills in expressing their needs and emotions. They gain respect for the needs and feelings of others. Older children are encouraged to help younger children. For example, school age children come to the child development centers to read to preschool children. Junior Leaders from middle school ages are trained to work with younger elementary school children. Cultural diversity awareness is built throughout all programs with staff members, pictures, books, music and dolls which represent persons of many cultures.

Math Activities. Math concepts are incorporated throughout the daily activities. Children may count the number of friends who are seated at the table with them for breakfast, they will hear caregivers count the children as they leave the room, they will be exposed to time and measurement vocabulary and graphing. School age children will encounter math as they do cooking and other projects. Building with blocks provides math encounters as children use triangles, rectangles, half-unit, and double unit blocks.

Science and Nature. Children's awareness of the world around them increases as they plant gardens, observe the weather, see the effect of heat on food as they mix and cook, explore with magnets and prisms, and discuss the environment in which they live.

Physical Development and Fitness. Children are encouraged to use their bodies; to develop strength, balance, flexibility, and coordination. They are encouraged to value and care for their bodies by making healthy choices of activities and foods.

Art. Children are encouraged to be creative as they cut, color, paste, paint, draw, and scribble. Each child's creative work is valued as it is and it is not compared to some adult standard. Art activities are planned to allow children to enjoy the process of creating and self-expression. Art activities are not planned to produce finished products that all look alike or that look like the adult's standard.

Music. Children learn to enjoy music by singing, being sung to, hearing music, and making music. Musical games add to their delight of music. Children can explore dance through creative movement activities. Music from many styles and cultures is provided to foster pleasure in music. No one musical style is used to the exclusion of other styles.

HOW CHILDREN LEARN FROM ACTIVITY AREAS

Activity areas are those places designed for specific purpose within the environment. Children use these areas to interact with materials, other children adults, and the world around them. Specific areas are provided to support productive and age appropriate activities and play. These areas help children develop skills and abilities needed to succeed in life.

Blocks. Blocks are essential in a child's environment. Unit blocks are carefully made and support children's concept of geometry, balance, and design. Children learn about sizes, shapes, numbers, order, length, heights, and cooperation with other builders. Many successful architects and engineers began with blocks.

Dramatic Play. The dramatic play area bridges the home with the child's new setting. Here they create imaginary characters, make sense of their world, practice skills, experiment with roles they have experienced at home, and work out problems such as going to the hospital. This area encourages social skills, language skills, negotiating and problem solving.

Table Toys. Table toys include games, manipulatives, and collections of materials for sorting, organizing, and arranging. In this area children develop small muscle control, cognitive skills, and social skills. They learn how to create ideas out of the materials. Puzzles help a child discriminate shapes and form which is an essential skill for learning to discriminate shapes of letters for reading and writing.

Art Areas. This center allows a child to explore with colors and forms texture. There is no right way to create with paints, colors, and glue. The freedom for self-expression is the reason for the art area. Children learn hand eye control as they develop skill with brushes and crayons.

Sand and Water. Children explore how the water feels, flows, pours, and splashes. They see what sinks and what floats and other science principles. They create with sand and see the consequence of their effort on a material. Measuring cups and spoons of water supports development of eye hand control. Working at the water table is often a very soothing activity for children.

Library Areas. This area is a place to get away from the real world and explore the wonder of adventure, fantasy, or poetry. They can sit in a soft place and dream if they wish. The library area contains a multitude of informational materials. Books provide ways of dealing with difficult issues such as divorce and death. Even babies are read to, they are learning the patterns of language and that books are made of a special material. Toddlers can gain information about the world from books. Preschoolers are beginning to make the connection between the printed words and real objects, which is the basis of reading. School age children can practice this important skill and gain pleasure from stories.

Writing Areas. The writing center is a place where children can experiment with writing tools, can begin to create their own “writing” and can appreciate the rich joy of words. Here, they will find paper, pencils, journals, markers and ideas for writing.

Woodworking Areas. Woodworking is another challenging and creative area for preschoolers. Young children become very adept with hand-eye coordination when given opportunities to work in woodworking areas. In addition to the skills that can be obtained through woodworking, this area provides a soothing activity for many children who may have difficulties settling down.

Outdoor Areas. Outside activities include climbing, games, running, riding wheel toys, team and individual sports, planting in the garden area and exploring sand and water. Watching clouds, seeing rainbows, observing trees and leaves contribute to a child’s sense of wonder of the natural world. The outdoors fosters development of a child’s physical body as well as their minds and social interactions.

Computer Areas. Being familiar and friendly with technology is the goal of the computer centers. School age children are encouraged to use the computers to research and work out their own projects and ideas. They may create newsletters or other materials for their centers.

Homework Center. This center allows children a space to build on what they have learned in school. The Homework Center Teacher supports the children’s need for a quiet and well-equipped place to write, read, explore, and learn.

General Policies

Child Eligibility Criteria

1. Children of sponsors eligible to use Morale, Welfare, and Recreation (MWR) activities (AR 215-1) may use services provided by CYS delivery systems.
2. The waiting list is maintained by the Central Registration Office (CRO), for families needing day care. Once a space is open, transitions are considered first, then preference for care based on sign up date, and once those are made the unmet demand list used. The following is the priorities for the unmet demand: 1) Single Parent (military), 2) Single Parent (civilian), 3) Dual Military Parents, 4) Zama Military with spouse employed within DOD, 5) Dual Civilians employed within DOD, 6) Camp Zama CYS Employee, 7) Siblings of children already in care, 8) Camp Zama Sponsor with spouse employed within DOD, 9) Camp Zama Sponsor with spouse employed outside DOD, 10) All other authorized patrons, 11) Any of the above patrons who have declined a vacancy.
3. Expectant parents or those that are PCS’ing to Camp Zama may place their child on the waiting list any time prior to arrival.

4. Preference for Care is given to a patron who is in the CYS system but prefers another facility. As stated before is based on sign up date.

Registration

1. Parents are required to complete the following forms:

a. **DA Form 4719 R, CYS Registration Form.** Parents must provide the name of an emergency notification designee and an emergency child release designee other than themselves or their spouse. (A total of three designees are necessary within 30 days of enrollment).

b. **DA Form 5222 R, CYS Sponsor Consent.** This form addresses a number of issues such as permission to transport and photograph your child.

c. **DA Form 5223 R, Health Assessment.** This form requires a signature from a medical facility representative within the past calendar year or within 30 days of enrollment. Current immunizations are required at the time of enrollment.

d. **DA Form 5224 R, CYS Child and Family Profile.** This form tells us the name of their emergency and release designees in case of emergency as well as important information unique to a child's development, personality, and home environment.

e. **DA Form 5226 R, CYS Sponsor/Program Agreement.** This form is the contract between the sponsor and the program they will be using.

f. **FCC Statement of Understanding.** This form is for FCC patrons only.

2. When paperwork is complete, return with:

a. Registration fee: a set registration fee will be applied per family.

b. Family Care Plan (Required for single/dual military, single civilians and is available through soldier's unit.)

c. Birth Certificate or legal document showing your child's birth date (for school age children).

d. Official Shot Record.

e. Proof of eligibility to use Morale, Welfare, and Recreation Activities (Military ID Card, DoD Civilian Employee ID Card, etc.).

3. Family Care Plan is due 30 days from the registration date. Failure to obtain Family Care Plan could result in termination of services.

4. Family Care Plans consist of the following forms:

a. Letter of Instruction.

b. DA Form 5305-R, Family Care Plan.

c. DA Form 5304-R, Family Care Plan Counseling Checklist.

d. DA Form 5804-R, Certificate of Acceptance as Guardian or Escort.

5. Family Care Plan Reviews. Quarterly Review telephonically made to local short-term designee to update address and phone number. During the annual re-registration, a reevaluation/update of the family care plan with the sponsor/guardian will be conducted.

We know this is a lot of paperwork, but it keeps your child safe and healthy in our program and is required by Army regulations.

Fees, Charges, and Discounts

Fees are set according to Department of Defense (DoD) policy. Fees may be higher here than your previous post. USAG-Japan must pay staff a COLA and has higher supply costs associated with the cost of living in a foreign country. Fees are based on total family income (TFI) in a sliding scale per DoD policy. It is the responsibility of each sponsor to ensure that his/her CYS fee application reflects the most current information concerning TFI. If there is a change in TFI, the sponsor is to report this change to CYS CRO within one week of occurrence so that the assigned fee category can be reassessed for accuracy. Following the reassessment, any changes in fee category will be implemented with a 30-day notice.

As stated on the fee application, deliberate misrepresentation of this information can result in prosecution under applicable state and federal laws. Any changes in fee category discovered during this review will be implemented immediately and may be retroactive. CYS conducts annual fee reassessment of fees. Parents will receive a 30-day notice of any changes in the DoD fee ranges each fiscal year. Family Child Care provider fees are comparable to center-based programs.

Fees are paid in advance on a monthly or semi-monthly basis. Failure to pay on the 1st or the 1st and 15th of the month will result in a late fee. CYS is not authorized to extend credit for fees; therefore all accounts must be paid promptly. A late fee of \$15.00 will be assessed on the third working day after tuition is due. For example, if tuition is due on the first of the month, late charges begin on the third of the month. If tuition and late charges are not cleared by the fifth working day, the sponsor's commander will be notified. Non-payment will result in services being denied. Hourly Care payments are due the day services are rendered. No credit will be given if the child is picked up earlier than the reserved time slot.

Five training days a year the CDC's will be closed to ensure the staff are up to date with the training. The training days as well as the holidays have been deducted from the fees you are charged. Day care fees are based on 31 days in the month for prorating purposes. Day care fees are based on 10 hours of care per day. That gives the customer 9 hours of work time and one-half hour of drive time each way.

Late pickup fees. Parents who pick up their child after the program ends/reserved time will be charged \$1.00 per minute, per family, per site. This fee pays the overtime for staff that must supervise these children and is meant to encourage parents to be timely. This fee is required at the time of pick up.

Patron Discounts.

1. Multiple Child Discount. A multiple child reduction (MCR) discount will be given in all CYS programs except instructional classes and Family Child Care homes not subsidized for fee equity. The MCR discount is given to families with multiple children attending CYS programs. The MCR discount is given to all children after the first, will be at least 10% but not more than 20%, and must be applied to the least expensive type(s) of care.

2. Team Sports Multiple Child Reduction (TSMCR) Discount. A team sports multiple child reduction (MCR) will be given to a family with multiple children (after the first) participating in the same team sport, i.e., the first child pays the full fee; remaining children receive 10-20% discounts.

3. Parent Participation Discount (PPD) and Youth Volunteer Discount (YVD). Fees may be reduced or waived for parents or youth who volunteer in CYS programs. Any such reductions must be based on specific criteria, approved by the Child and Youth Services Coordinator. Fee reductions may not negatively impact CYS financial goals. The Middle School/Teen CYS registration fee and/or special event fees may be reduced or waived when a youth/teen volunteers in a CYS program. This is called the youth volunteer discount (YVD).

4. Coaches Discount (CD). The first child is free for any volunteer that coaches that CYS sport.

Hardship cases. Various discounts are allowed for parent involvement and for families with more than one child enrolled in programs except Hourly Care. Patrons facing long or short-term financial difficulties that affect their ability to meet established childcare fees or payment schedules may request evaluation as a hardship case. All hardship cases must be evaluated by a community financial planning service (such as Army Community Service). Hardship provisions recommended by financial services may include deferred payment schedule, permanently or temporarily reduced fees, or payment after-the-fact. Families needing assistance with fees may request an exception to policy with a written request and supporting documentation through the soldier's chain of command to the program director. The program director will then pass it through the chain of command for a decision by the Post Commander.

Childcare Subsidies:

- a. Infant/Toddler
- b. Extended Hours Care
- c. Fee Equity

Income Tax/Tax Receipts. Some childcare costs are tax deductible. Tax receipts are not provided at the end of the year. You will be provided with a receipt at the time of payment. Please save all receipts to verify payment for tax purposes. You will also need to have the tax number of the facility or the social security number of your certified provider in order to claim this deduction.

Withdrawal. You must officially withdraw your child from a CYS program in writing two weeks prior to their last day of attendance. Without a written withdrawal, fees will continue to accrue. The two weeks leave option may not be used in lieu of two weeks notice of withdrawal.

Checks. Postdated checks cannot be accepted. Checks cannot be accepted from anyone whose name appears on the IMWRF Bad Check List until authorization from IMWRF is received. Personal checks will be accepted for the amount due only. Name, rank, SSN and unit phone must be on each check. Returned check fee is \$25.00. Cash payments will be required after the second returned check.

Leave Policy. Parents receive up to two weeks of leave annually (based on registration date) with no fees for care during their leave and without loss of their childcare space. Leave credits do not transfer from post to post. Leave shall not be given in less than one-week increments (five consecutive work days). Leave cannot be accumulated from year to year. Refunds for unused leave are not authorized. Leave option may only be utilized if the child is not in care. The two-week leave option is earned after being enrolled in the program for one or more months. The two-week leave option may not be used as the two-week withdrawal notice. **The parent must be up to date on fees, program requirements, and registration in order to use the leave option.** The leave option is requested in writing (enclosed), two

weeks in advance of requested period. No refunds will be made for leave not taken.

Immunizations

It is the responsibility of the parent/sponsor to ensure that their child's immunizations are kept current. In accordance with AR 608-10, any child whose immunizations are not current cannot receive care.

1. Updated Immunization Record for each child.

If your child has had a physical assessment within the last year, you will need to bring a copy of it with you. The health assessment form will be completed within 30 days of enrollment and updated annually by the sponsor. A new Health Assessment form will be required after 2 years. NOTE: Civilians or military using a private physician will be responsible for obtaining their own health assessment. Children will not be registered without an up-to-date immunization record. The following is a list of immunization each child needs before attending any Child and Youth Services program:

2. Required Immunizations

2 months old:	1st DPT, OPV, Hep B, Hib*
4 months old:	2nd DPT, 2nd OPV, Hep B, Hib*
6 months old:	3rd DPT, Hib*
12 months old:	Hep B, Tuberculin Test (TB Tine), MMR
15 months old:	DPT, Hib'
18 months old:	No Immunizations required – Routine Exam
2 – 4 years:	Yearly TB Tine, Lead Questionnaire
4 – 6 years:	DPT, OPV, MMR, TB Tine
14 – 16 years:	TB – repeat every 10 years

3. Infants need to be 6 weeks old to attend a Child Development Center and 4 weeks old for a Family Child Care Home. The Well Baby Clinic needs to sign off on the Health Assessment Form (DA Form 5223 R) before your child attends either of these programs.

4. Emergency Notification designee must be someone other than you or your spouse and must be within 30 minutes of your child's program location. You must have at least three designees noted within 30 days of using the CYS program.

5. Once you have registered, you will be directed to the program of your interest. You will be required to attend parent orientation. Parent Orientations are scheduled on as needed basis. During registration you will be assigned an orientation date. Attendance at a parent orientation is required prior to the day the child is scheduled to start. Parents will meet with the Director to review policies, procedures and philosophy followed by a tour of the facility and a visit to your child's room. If you have selected Family Child Care, you will meet the staff and learn about FCC policies and procedures.

REGARDING PARENTS

Communication between staff and parents requires a proactive approach. To enhance parent staff communications, we have established the following policy:

Day to day informal talks that take place while parents are dropping off or picking up their children. Parent conferences may be requested at any time with the child's designated care provider, program director or training and curriculum staff.

Newsletters are an important part of the communication process with parents. Announcements are made through monthly newsletters regarding new staff members and children, and special events. Current information about the program and ideas for parents to use with their children at home are also regularly featured.

Special activities are ways in which CYS communicates with parents on an on-going basis. This includes inviting parents to eat with the children, having special workshops of interest to the parents, and activities such as those held during the Week of the Young Child and the Month of the Military Child.

Parent bulletin boards are used to post current information in each program room.

Parent surveys are done on a regular basis. Sometimes parents are more willing to voice their concerns through writing or responding to specific questions. Surveys will be done at least once a year.

Regular conferences with parents. These are more formal than talking with parents on a day-to-day basis. These include the staff working directly with the child and are an opportunity to discuss a child relative to his/her progress in the program. These will be conducted at a minimum of once per year.

Occasionally, an Incident/Accident Form is completed to assist in keeping parents informed of the well-being of their children. These forms are used to document/communicate unusual behaviors, accidents, or injuries that occur to the children. This form will be made available to you at the end of the day to read and sign. If the injury involves bleeding or a head trauma, the parent will be contacted telephonically.

STAFF TRAINING

All Child and Youth Services caregiving staff and providers undergo an initial training program prior to working with your child. After initial training is completed, CYS staff must complete additional training of not less than 38 units in the first year of employment and 24 units annually thereafter.

Training includes CPR, First Aid, Administration of Medication, Child Abuse Recognition, Prevention and Reporting, Developmental Programming, Child Growth and Development, Child Guidance, Environments, and other classes which support quality caregiving.

Each center-based program has a qualified room leader responsible for planning and scheduling appropriate activities for your child. The room leader is also responsible for maintaining communication with parents on a daily basis. Please take the time to inform your child's room leader of any concerns you have regarding your child. Please ask questions, offer suggestions, and surface any concerns you may have.

Parents are always welcome to participate in staff training sessions. Many of the topics addressed are relevant to parenting as well as to child care issues.

If you have concerns or suggestions, which have an impact on the entire center, bring these to the attention of the Assistant Director or the Director. Parental involvement is an important part of a successful program. We need your objective ideas to continue to improve our program and services.

REGARDING CHILDREN

Infants. Young infants need frequent one-to-one interactions with those who care for them. Infants rely upon adults to respond to nearly all their needs, including changing, feeding, and comforting them. Infants are absorbing life around them at all times. Adults need to sing to infants, talk to them in a simple

and clear manner, comfort them, praise them, and model for them. Play for an infant occurs on the floor, in strollers, in someone's arms, and in rocking. The environment must have pictures of people, familiar objects and friendly animals. Space is required for young infants to roll over, pull up, and crawl. Mirrors are important in infant environments so they can see and learn about themselves. Toys include busy boards, clutch balls, rattles, spoons, teething toys, vinyl covered pillows to climb on, nesting toys, small blocks, squeeze toys, and heavy cardboard books with simple pictures.

As infants begin to sit up on their own, they can join in family style dining with another infant and an adult to provide assistance as needed. As they begin walking, steps can be provided for them to practice going up and down. They like to carry objects around the environment like baby dolls and purses.

The infant environment should invite exploration of objects. Supervised water play is appropriate, as is painting. Routines are essential in the infant's environment.

Toddlers. Toddlers have newfound mobility, which lends itself to running, cruising, and climbing. Toddlers enjoy group movement-if one child does something, they all want to do that same thing. Toddlers love to explore and will get into anything accessible to them. This is why it is so important to have an environment that encourages safe exploration. Toddlers are also becoming more adept with their fine muscle development. Puzzles can be more than one piece. They can begin turning book pages quite nicely. They like to bang, so "bang, bang" toys are appropriate. They also like to throw, and it is appropriate to have soft balls that can be thrown and a target, such as a box, to receive it.

Toddlers have an abundance of creativity and initiative, which is exhibited in excessive energy. They are developing the ability to express themselves, thus they need opportunities to initiate language. They also like to be read to frequently. Toddlers haven't yet learned to distinguish themselves from the world around them. Everything belongs to them and sharing is not a concept they understand. Adults have to model appropriate behavior but should not expect toddlers to "get it".

Routines are important to toddlers. Supportive routines must be established. Toddlers are dependent on routines to develop trust.

Toddlers are learning to use the toilet. They cannot be pushed into this activity but the means must be there for them when they are ready.

Toddlers are becoming more social but are still into parallel play. Opportunities must be available for them to play side by side with their friends. Singing, dancing and finger plays are other favorite activities.

Because toddlers are creative, opportunities for expression should be available. Painting, water, and sand play support creative ventures.

Toddlers need predictability and repetition in their environment but they themselves can be very unpredictable. A curriculum established to support toddlers must recognize the challenges a toddler presents, and provide a variety of activities that support optimum growth and development of the toddler.

Preschoolers. The preschool age child is becoming more social and is developing real friendships. Dramatic play can become more complex by provisioning the area with props reflecting the child's larger social world.

Fine motor skills are being refined daily. Activities involving wooden blocks can be expanded to support their experimentation with balancing. Woodworking is another activity that can be added to the preschool environment. This supports fine motor development as well as creativity.

Literacy skills are becoming pronounced. Preschoolers are beginning to progress through normal stages of writing development. Support for this activity includes writing utensils, cutting materials, stamps, pads, lots of word and sentence sources, crayons, markers, papers, dictionaries, books galore, and more. Children are continuing to read but more concretely at this stage. They want to know how to spell their name (they like seeing their name on their cubby, sleeping mat, etc.). Labels throughout the environment are important to support the growing literacy abilities.

Expression continues to be important. This can occur in the dramatic play area, woodworking area, block area, or painting area. Paints should always be accessible to preschoolers. With preschoolers it is still the process that is important so don't expect products. They need access to a variety of materials.

The preschooler also needs praise, but it must be honest, as they know the difference.

Preschoolers like to climb and take on larger challenges than the toddler. Rhythm and movement is an important activity to include in the preschool environment. More complex puzzles, clay, and pegboards are examples of materials that support fine muscle development.

While the preschooler is becoming more independent, he/she still needs the comfort and support of the adult. Predictability and routines are important to the preschooler.

School Age. The elementary years are a time of important developmental advances that establish a child's sense of identity. During these years, children make strides toward adulthood by becoming competent, independent, self-aware, and involved in the world beyond their families. Biological and cognitive changes transform children's bodies and minds. Social relationships and roles change dramatically as children enter school, join programs, and become involved with peers and adults outside their families. During these years, children develop a sense of self-esteem and individuality, comparing themselves with their peers.

The tumultuous physical and social changes that accompany this age group, the desire for autonomy and distance from the family, and the transition from elementary school to middle school can all cause problems for young people. When adolescents are in settings (in school, at home, or in community programs) that are not attuned to their needs and emerging independence, they can lose confidence in themselves and slip into negative behavior patterns.

In our work with children and young adults, the most important tools we possess in helping them change, grow and develop into healthy, happy and well-adjusted members of society is ourselves. Our ability to relate to young people in an open, sensitive, consistent and caring way is perhaps the single most important contribution we make to the overall growth of these young people. "Education" does not occur solely when the young person is sitting in the classroom with the teacher. It is a fundamental assumption that whoever is spending time with the young person can have a direct effect on behavior and learning, and hence growth. This is why the role of the school-age caregiver is so important to the full development of the children in his or her charge. Not only are they charged with the safety and well being of each child in their group, but also with the responsibility of shaping those children into confident and strong young citizens.

Youth Fitness and Sports. Youth Fitness and Sports offer a wide range of positive sports and environments that promote healthy development of all children and youth. Youth Fitness and Sports Programs encompass a variety of safe and supervised activities that:

- a. Foster the development of leadership, sportsmanship and teamwork skills.

- b. Offer children and youth opportunities to build skills and feel competent in competitive and non- competitive situations.
- c. Empower children and youth to achieve self-confidence.
- d. Enhance or reinforce learning opportunities for children and youth through individual and group activities.
- e. Instill values associated with the pursuit of sports, fitness and health activities in adulthood, particularly self-discipline, persistence and decision making.
- f. Reduce the likelihood of situations and behaviors that put children and youth at risk.
- g. Provide a variety of opportunities for parental and command involvement.
- h. Minimize parental lost duty time related to youth misconduct.
- i. Promote positive attitudes and reinforce Army core values.

Middle School/Teen. The Middle School and Teen Programs provide positive alternatives that help minimize at risk behaviors during parental duty hours. Activities which foster positive self-identity; educational; technological; employment; social; emotional and cultural competence; community and civic involvement; health and well being; and a moral compass. Programs continually change and improve to meet the needs of today's younger and older teenagers. The youth have an active voice in planning, developing, and executing new and innovative ideas to be implemented into the overall program. Each teenager is an individual with a unique personality, special interests, and strong likes and dislikes. However, there are also numerous developmental issues that everyone faces during the adolescent years. Following are normal feelings and behaviors of the middle school and early high school adolescent.

The Movement Towards Independence:

- Struggle with sense of identity
- Feeling awkward or strange about one's self and one's body
- Focus on self, alternating between high expectations and poor self-concept
- Interests and clothing style influenced by peer group
- Moodiness
- Improved ability to use speech to express one's self
- Realization that parents are not perfect; identification of their faults
- Less overt affection shown to parents, with occasional rudeness
- Complaints that parents interfere with independence
- Tendency to return to childish behavior, particularly when stressed

Future Interests and Cognitive Changes:

- Mostly interested in present, limited thoughts of future
- Intellectual interests expand and gain in importance
- Greater ability to do work (physical, mental, emotional)

Sexuality:

- Display shyness, blushing, and modesty

- Girls develop physically sooner than boys
- Increased interest in the opposite sex
- Movement toward heterosexuality with fears of homosexuality
- Concerns regarding physical and sexual attractiveness to others
- Frequently changing relationships
- Worries about being normal

Morals, Values, and Self-Direction

- Rule and limit testing
- Capacity for abstract thought
- Development of ideals and selection of role models
- More consistent evidence of conscience
- Experimentation with sex drugs (cigarettes, alcohol, and marijuana)

Teenagers do vary slightly from the above descriptions, but the feelings and behaviors are, in general, considered normal for each stage of adolescence.

CHILD ABUSE PREVENTION

Upon employment, and annually thereafter, all CYS staff and FCC providers are trained in the prevention, identification, and reporting of child abuse. Training is open to interested parents and may be scheduled through your program's Training and Curriculum Specialist.

You will notice that while in a CYS program there are many precautions taken to protect your child. Sign-In/Out sheets are located in each module for parents and staff to sign. Any visitors (that are not CYS parents) must report to the front desk, sign-in, and receive a visitor's tag. CYS personnel will accompany them at all times. Visibility panels are included on all doors and rooms, and bathrooms are not blocked off from view. Background checks are completed on all CYS personnel. Surveillance cameras have been installed in all centers as an additional prevention measure.

Children are screened daily for evidence of potential abuse and neglect as mandated by AR 608-10, Child Development Services. In the event an allegation is made against personnel working with children, the employee is reassigned to a position which does not have child contact until a determination is made by law enforcement authorities and the Family Advocacy Case Management Team.

Child and Youth Services personnel, FCC providers, and volunteers will ensure that each child in their care is monitored closely for any physical or behavioral indicators of abuse and neglect.

If you suspect child abuse, child neglect, or a safety violation in any CYS Program, please report it to the Military Police at 263-3002 or the DOD Hotline numbers are: in Japan 0031-11-1821, OCONUS 1-877-351-8988 or CONUS 1-800-336-4592.

Any suspected cases of child abuse and/or neglect must be, by law, reported to the Military Police.

HIRING STAFF TO BABY-SIT

Parents frequently ask center staff to baby sit. Child and Youth Services does not authorize or take responsibility for any services that CYS employees may provide outside of CYS premises or programs.

Arrival/Departure

Parents are responsible for signing their children into and out of the appropriate CYS program. They must accompany their children to the child's room/center. Children in SAS, CDC's or FCC programs will not be allowed to leave a Child and Youth Services Program with anyone other than parents without prior written arrangements being made with the Program Director. For your child's safety, persons other than parents will be required to show identification before being allowed to remove the child from the premises. These designees should be noted at the time of registration. Exceptions or special circumstances may be addressed with the Director as needs arise.

Children under 13 years of age may not pick up children. A parent will not be denied access to their child unless a court order is in the child's file restraining such rights.

Children 10 years of age or older, may sign themselves out of the SAS program only if written parental permission is on file at the program.

No more than 12 hours of continuous care per child will be provided in any CYS program, with the exception of services provided in FCC homes authorized to provide extended hours, long term care, or under circumstances approved by the CYS Coordinator.

Personal Belongings

Child and Youth Services cannot assume responsibility for loss or damage to any personal possessions children bring into the center. It is distressing to children to misplace or lose personal belongings and sometimes difficult for the staff to identify the owner. Therefore, children are encouraged to leave toys, food, money, pets, gum, and candy at home. Please help your child understand why it is not wise to bring toys or other objects that they may not wish to share with the group. However, it is acceptable for a child to bring a small blanket, special soft toy, or stuffed animal for rest time.

Lost and Found

If your child is missing anything please inquire at the center as soon as possible. It is much easier to return a lost item if it is labeled with the owner's name. Remember to label everything. Unclaimed items are given to charity after a reasonable period of time.

Clothing

Children should arrive clean and dressed in comfortable play clothes that are easily washed and allow freedom of movement. All items of clothing should be labeled with the child's name. CYS is not responsible for personal loss or damage. Sandals, cowboy boots, and long dresses are not to be worn in CYS programs as they present a safety hazard. Parents are advised to have their children wear tennis shoes. This is the safest type of footwear for indoor and outdoor play. All clothing should be appropriate for the weather and an extra set of clothing must be brought in each day.

Only disposable diapers will be used unless a doctor's slip is presented stating that your child must wear cloth diapers. Bring at least one diaper for each hour your child will be in child care. We request that your child come into the program wearing clean diapers. If your child is being toilet trained, please bring adequate amounts of training pants and changes of clothes for the time he/she will be there. If your child is approximately two years old and showing signs of readiness (e.g. dry for 2-3 hours, verbalizing the need, etc), the CYS staff will be glad to assist you.

Water play will be part of your child's learning activities. The following items will be needed in order for your child to participate: towel, bathing suit, closed toed water shoes or an extra pair of tennis shoes.

Absences

Please notify the program director if your child contacts a communicable illness or will be out several days. If your child will not be attending the SAS program because of a scheduled appointment, illness, vacation, or other planned absences, please notify the SAS program staff as soon as possible. Absences without prior notification may be mistaken for a missing child, and unnecessary concern and time may be spent by staff searching for the child. If a child does not arrive at the program as expected, the SAS staff will first contact the school (to see if the child was absent or went home early) and then contact the parent. If the parents cannot be reached, the staff will call the child's emergency contact. If all attempts fail to locate the whereabouts of the missing child, the Military Police will be notified. Remember, there are no refunds given for absences from the program.

Health and Safety

For health reasons, we will not accept a child who shows signs of inadequate personal hygiene, fever, diarrhea, severe cold, unusual rash, or communicable disease. If your child becomes ill during the day, you will be notified. Parents or emergency designee are expected to pick up the child within a one half hour of notification. In an emergency situation, the child will be taken to the closest emergency room for immediate medical attention. Parents will be notified immediately, and if you cannot be reached, the emergency contact person will be called. If the injury is sufficiently severe and the hospital deems it necessary, treatment will be administered prior to parent's arrival.

After demonstrating symptoms of a contagious disease, children will be readmitted after treatment has begun, the contagious stage of illness has passed, and the child is physically able to function in the program setting. All cases of communicable disease, (head lice, ring worm, etc.), must be reported to the Army Community Health Nurse. Following an absence due to a serious illness, a re-admission slip from a physician is required. Children may return to programs only if they are well enough to participate in usual daily activities and the following conditions exist:

1. Fever has been absent for 24 hours.
2. Nausea, vomiting, or diarrhea has subsided for 24 hours.
3. Lesions for impetigo are no longer weeping.
4. Scabies is under treatment.
5. Lice are under treatment and nits removed.
6. Pinworm treatment has occurred 24 hours before re-admission.
7. The child has completed the contagious stage of the illness.
8. Conjunctivitis has diminished to the point that eyes are no longer discharging.
9. The appropriate number of doses of antibiotics has been given over a 24-hour period for known Strep and other bacterial infections, the child's physician has approved re-admission, and the child does not require additional CYS staff to care for him/her.

10. Chicken pox lesions are crusted, usually five to six days after onset.

11. Children wearing casts, slings or having stitches must have a written statement from a physician.

While in a Child and Youth Services program, your child is under constant supervision. However, minor injuries may be sustained during play. When this happens, CYS personnel will perform the necessary first aid and fill out an Accident/Incident Report for parental signature. The appropriate program director or designee will contact the parent if a child is injured or becomes ill.

Accidents/Injuries.

Should an accident or injury occur to your child, the following steps will be taken:

1. The lead education technician or program director will try to keep the child calm and quiet regardless of how serious the injury might be.

2. Accepted first aid practices of the American Red Cross Program will be used.

3. In the case of a major injury, the post emergency services will be called to treat and transport the child to the hospital and the parent or guardian will be notified immediately.

4. In the case of a minor injury, the wound will be washed with water and then protected with sterile bandages or ice will be applied. An Incident/Accident Form (CAFMD 0074) will be filled out by the lead education technician or program director to notify parents of any injuries or accidents that may have occurred during the day.

5. In all injuries involving blood, latex gloves will be worn by the person administering first aid. Fecal matter and vomit will be cleaned up using soap and water followed by a bleach sanitizing solution.

6. Parents will be notified telephonically when a child has any head trauma or injury involving blood.

Medication Administration

1. Medicine will be administered according to guidance given in AR 608-10 (para 4-32) and only within full-day or after school CYS programs enrolling regularly scheduled children.

2. Medicine will be administered only when prescribed by a physician and only when there is no other reasonable alternative to the medical requirement. Exception in the case of Basic Care Items.

3. Written permission from a parent or guardian must be obtained before administering medication. DA Form 5225-R (Medication Dispensation Record) must be filled out prior to medicine being administered. All medication must be administered by parents for the first 24 hours. Each medication requires a separate form that may be used for a one-month period. Time of each dosage and initials of the person administering medication will be entered at the time the dosage is administered. Medication will be returned to parents at the end of each day.

4. CYS personnel are prohibited from using force to administer medicine. If a child refuses to take medication it will be documented on DA Form 5225-R (Medication Dispensation Record) and the parents will be notified.

5. As stated in the Child and Youth Services Health SOP, asthma medication must be brought in daily or services will be denied for that day (See Health SOP).

6. All medication will be:

a. In original container with child-proof cap. Please place this in a Ziploc bag with the appropriate syringe or measuring cup for administering the medicine (you may want to ask the pharmacy to put the medication in two bottles – one for home and one for care provider).

b. Dated and labeled with physician's name, child's name, name of medication, dosage and time (i.e.; 3 x day for 10 day). CYS personnel will not be able to administer "as needed" medication without special permission from the Community Health nurse.

c. No "over-the-counter" medication will be administered unless ordered by prescription and all specifications above are met.

d. Ear, eye and nose drops will not be given if physical restraint is required to administer.

e. Designated center-based personnel are authorized to administer medication within the CYS programs according to physician's instructions.

f. Individuals administering medicine must have received prior specialized training and annual re-certification training.

Basic Care Items

The following items have been approved for use in Child and Youth Services programs under the following conditions:

1. Over the counter "basic care items" are limited to topical items used for the prevention of sunburn, diaper rash (ointments and lotions). They are:

- a. Desitin/A and D Ointment
- b. Sunscreen
- c. Lip balm/chapstick
- d. Oral Gel (for teething irritation)
- e. Other items are listed in the Health Care SOP

Approved "basic care items" will be in their original container and labeled with the child's first and last name.

2. A monthly DA Form 5225-R (Medication Dispensation Record) must be completed giving staff the authorization to apply the basic care items to your child. Prior to "basic care items" being administered, the child's parents/guardian will complete the DA Form 5255-R and provide the basic care item with a written reason for use, frequency, amount and location of application.

It is very important that we know about any medication you are giving your child at home also.

Meals

1. All children enrolled in CYS programs are fed meals and snacks that meet the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) nutritional and

amount guidelines for children. No child will go longer than three hours without a meal or snack being offered to them. Infants are fed on demand. Parents are not charged extra for meals as all SAS and CDS programs receive reimbursement for all meals served. Cycle menus approved by a dietitian, are posted for parents information and comments.

2. All meals are served “family style” in the classroom/center and staff members eat with the children. Family style dining promotes good eating habits, with time allowed for socialization. Pleasant meal times help shape positive food attitudes. CYS allows children to choose from a selection of healthy foods and to decide how much they will eat. This child-led approach leads to greater acceptance and enjoyment of food. Good eating habits begin in childhood and can lead to healthy life-long behaviors. Children participate in all aspects of this activity from setting the table, to serving themselves, and helping to clean up. During our field trips, school out days and summer camp, food service changes to a mixture of family style dining and a buffet service.

3. You are encouraged to enjoy a meal/snack with your child anytime. We ask that you tell the center Director 24 hours in advance so you can be included in our meal.

4. Health regulations do not allow food brought from home to include pop tarts, candy, drinks, etc.

5. We encourage all mothers to breast feed their infants and are happy to provide a place that is comfortable for you and your child. There is little doubt that breast-feeding provides the healthiest start for all children for nourishment, immunity, parental bonding and strong eye development.

6. CYS provide only one brand of baby cereal and infant formula. Parents will provide premixed formula in pre-labeled, plastic bottles. All bottles must be labeled with child’s full name and date. Each bottle must have a lid-covered nipple to prevent contamination. Medication, infant cereal mixed with formula, and any other additives will not be accepted in bottles in any CYS program. (Medication must be administered in a precise manner to prevent poisoning or illness). Infants are not ready to digest cereal until they are developmentally ready to eat from a spoon at approximately four months of age. Infant cereal in bottles is a choking hazard, can cause digestive problems, and is actually force feeding because an infant is forced to eat in order to prevent thirst. Infants are held during bottle-feeding to provide quality interactions and nurturing between caregiver and infant. To help prevent baby bottle mouth, ear infection, and choking, no bottles are propped in CYS programs. Juices are to be 100% fruit juice.

7. Child and Youth Services enjoy sharing in your child’s special celebrations and birthdays. For holidays, birthdays or other special occasion celebrations, only nutritious food and drink will be served to the children in a CYS program. Examples are as follows: 100% fruit juice, blueberry muffins, banana or pumpkin bread, pizza, fresh fruits and vegetables with dip, banana shakes, oatmeal cookies, etc. No homemade food or drinks will be accepted into the Child or Youth Center. Items such as Kool-Aid, candy, snacks like chips or Cheetos will not be served in any Child Development Center setting. Parents who wish to contribute nutritious food or drinks for a special event are welcome to do so, provided permission has been given by the teacher.

A nice alternative is for parents to bring in one or more ingredients for the children to create the product, i.e. bananas, apples, oranges for a fruit salad or fondue; cheese, meat, tomatoes, fresh bread for submarine sandwiches, etc. The more creative the celebration and the more involved the children are, the more fun for all participants. Children should participate in the planning and preparation processes.

CYS philosophy concerning developmental programs emphasizes the importance of hands on involvement of children, i.e., children can make their own decorations and favors, personalize placements and hats, and create their own menu to include food preparation and cooking experiences.

Parents are always welcome to participate in and attend these special celebrations. Children and parents derive great pleasure in sharing such occasions, especially when the children have catered the event. No outside services, such as clowns, are permitted. For safety reasons, balloons and lit candles will not be included in celebrations.

Allergy/Food Preference for Religious Reasons

1. Children who have been identified with having food allergies are to complete the allergy form prior to the child being admitted to the center (enclosed). A doctor's signature is needed to complete the form. A list of approved food substitutes from a nutritionist is to be submitted to the center or program that has been chosen.

2. Food Preference for religious reasons. Parents are to notify the center at the time of orientation that their child is unable to eat certain food i.e., Pork products or Jell-O due to religious beliefs. The Center will provide substitutes when possible if the doctor has signed a note and a nutritionist has submitted a list of approved food substitutes and quantities.

Cleanliness

Our centers are maintained at a high standard of sanitation. They are cleaned daily by professional janitorial services, center custodial workers, or staff. Air filters are changed monthly. Preventive pest control is conducted. Monthly inspections are conducted by Community Health and Preventive Medicine. Our staff cleans and disinfects changing tables after each diaper change. All toys and equipment are disinfected on a regular schedule. We promote cleanliness and good hygiene with the children. Frequent hand washing is practiced by staff and children. Hand washing is always required before eating, water play, and after toileting.

Fire Drills

Fire Drills are conducted monthly, weather permitting, for all age groups. During a fire drill your child will be taken outside. Evacuation Plans are posted in each classroom.

Emergency Procedures

In the unlikely event that the center is severely damaged or declared unsafe, all children will be evacuated to an emergency shelter where they will await your arrival. Should such an emergency occur, the center Director will attempt to notify you as soon as possible. A notice will be posted at the center with information on the alternate site.

Program Closures

CYS programs exist to support the military mission. The Child Care Centers are closed on all federal holidays and five training holidays per year. School Age Services is closed on all federal holidays and the day after Thanksgiving. Some FCC providers choose to be open on some holidays. If you need care due to the mission, please contact Central Registration for assistance with your need. With the exception of those listed above Childcare services are traditionally offered on military training holidays but only for mission essential military and civilians required to work on that day.

In the case of inclement weather, CYS Programs will remain open unless government offices are closed. Should it be necessary to close for any reason, you will be called to come and pick up your child.

You will not be given a discount for special closings or closings because of “Acts of God” since staff must continue to be paid.

Guidance, Discipline, and Touch Policy

Our goal is to provide quality care for youth that promotes physical, cognitive, emotional, and social growth. We believe most problems are prevented with a creative, active curriculum in a positive, caring environment. We believe most children come to us wanting to learn and get along with new friends. We strive to give children attention and praise when they behave correctly and to correct in a way that preserves a child’s dignity and self-esteem when there is misbehavior.

Physical or verbal punishment does not contribute to these goals and is not used in our program. Army regulations strictly prohibit all forms of corporal punishment. We encourage parents to examine our guidance techniques and gather information on the many benefits of positive guidance. Consistency between home and the CYS program create autonomy and emotional maturity.

CYS personnel will use only constructive positive discipline techniques. Constructive discipline recognizes that children want to do what is correct and the misbehavior is often a symptom of a problem or need for attention. Caregiving of young children focuses on guiding and supporting children while using their problem-solving techniques. Helping children to decide what to do, rather than what not to do, is the basis for child guidance. Our role is to meet children’s individual needs and thereby assist them in becoming confident, secure individuals with good problem-solving and thinking abilities.

1. Positive discipline will be used by CYS personnel based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that every child will know what is expected of him/her.

2. Discipline will be constructive in nature including such methods as diversion, separation of child from situation, praise of appropriate behavior; or gentle, physical restraint such as holding. CYS personnel will not punish children by:

- a. Spanking, pinching, shaking, or other corporal punishment.
- b. Isolation away from adults sight/contact.
- c. Confinement in closets, boxes, or similar places.
- d. Binding to restrain movement of mouth or limb.
- e. Humiliation or verbal abuse.
- f. Deprivation of meals, snacks, outdoor play opportunities, or other program components. Short-term restrictions on the use of specific play materials and equipment or participation in a specific activity are permissible.
- g. Extended periods of “time-out” (e.g. in excess of one minute per year of age).
- h. A child may not be punished for lapses in toilet training or refusing food.
- i. High chair and cribs will not be used for discipline purposes.

j. Biting policies will focus on modifying child behavior with the existing environment rather than “suspending” the child. When this is not possible, the SPS director will assist parents in obtaining care in another CYS setting if available.

3. Because we provide quality care in a group setting, a safe environment for all children is imperative. Therefore, CYS reserves the right to deny or suspend services to any child whose behavior is detrimental to the program or the safety of children, including him, her, or staff. When we determine that the usual forms of discipline are ineffective, additional measures will be taken as noted below.

4. A child who is misbehaving in an unsafe or harmful manner that endangers the child, other children, or the staff will be told that this behavior is unsafe, unacceptable and must stop. If the behavior continues, staff will continue to supervise the child and call for any necessary assistance while management staff notifies the parent. Parents will be informed that the child is behaving in an unsafe manner and they need to pick up their child immediately (within one hour). A child’s behavior, when malicious or inflicted with the intent to harm another person, will not be tolerated. Serious instances of patterns of unsafe behavior demonstrated by any child may result in suspension or revocation of CYS service. If a child does not respond to appropriate discipline procedures, the following may occur:

a. A one (1) day suspension from the program, beginning the next day. Parents will be responsible for payment for the suspended day.

b. If the problem continues after the child returns to the program, the child will be suspended for three (3) days. The parent will be responsible for payment for those three days.

c. If the child continues to display inappropriate behavior, a suspension of one (1) week from the program will occur. The parent will be responsible for that week’s payment (five program days).

d. If, after re-admission to the program, the child continues to display behavioral problems, permanent dismissal from the program can occur. At this point, the parent or guardian will not be held responsible for any future payments and a refund may be warranted. The SPS director will assist in locating child care in an alternative setting, when possible.

5. Parents may also be notified of inappropriate behavior on an Incident/Accident Report form. These reports are completed by the staff, signed by the program coordinator, and signed by the parent. A signed copy will be furnished to the CYS officer and parent.

Conferences

You are welcome to visit your child’s program at any time. Should you desire to have a conference regarding your child, one may be scheduled with the Program Director or your child’s teacher/caregiver/FCC provider. You will be asked to attend a minimum of two formal conferences yearly. During these conferences, staff and families meet to discuss a child’s behavior, health, friendships, accomplishments, etc.

Transitions

Prior to a child beginning to transition, the Staff and parents will hold a conference to ensure that the child experiences a smooth transition from the one program age group to the next. The inability to control bodily functions will not be the sole reason for excluding a child from moving up to the next age group. However, child must be developmentally ready. Just because a child reaches a certain age does not mean they are developmentally ready.

Lessons Plans

The lead in each classroom or youth center will post weekly lesson plans that provide information on activities planned and skills that are being developed through these activities.

Quiet Time

Rest periods will be provided appropriate to ages and needs of children with at least one hour scheduled for all children under five years enrolled in a full-day program. Children who are not asleep within the first 30 minutes may participate in quiet activities that do not disturb others who are sleeping. Pillows will not be used for children under three years. For Centers:

1. Pillows used by preschoolers are not to exceed 12" x 12" due to limited cubby storage. Pillows are to have a pillowcase which is washed weekly.
2. Parents will provide fitted crib sheets and crib size blankets for rest time. Linens are brought each Monday and taken home each Friday for washing.

It is helpful and less disruptive if you can plan to arrive or depart before or after quiet times.

Field Trips

Field trips are scheduled occasionally (especially during break and vacation periods) to enrich our program and your child's growth. Permission for these excursions has been given on the Sponsor Consent form (DA Form 5222-R) you completed at registration. Prior notification of field trips will be given to you in the form of a notice or calendar. If you do not wish for your children to participate in a field trip excursion, you will be required to pick them up from the program before the bus leaves. Field trips require all staff participate so no one is left behind to watch children. There are no refunds given for missed field trips. Parents are welcome to accompany the group on all trips. Payment for parent entrance fees may be required at times. Emergency notification information and basic first aid supplies are taken on all trips.

Transporting of Children.

Participants will be transported to and from activities and the program in a variety of vehicles. These may include the CYS passenger vans, contracted bus services, Army motor pool buses, or school buses. CYS is not responsible for the children when they are on a school bus in route to or from the program. All school bus related problems should be addressed to the school or bus company. Parents will be notified when the school bus fails to pick up their children from the program. The parents will then be expected to transport their children to school. When the CYS passenger vans, contracted bus service, or motor pool bus is used on field trips/excursions, a CYS staff member will always accompany the children and be responsible for their behavior and welfare. Repeated incidents or severe type behavior on any mode of transportation may result in loss of that transportation privilege. Parents will then be responsible for the transportation of their children.

Special Instructions

Parents are responsible for writing down any special instructions to the caregivers. Instructions should be given to the caregiver greeting your child.

Exceptions to Policy

Exceptions to policy must be prepared by the patron and presented to the program director. The program director will then pass it through the chain of command for a decision by the Post Commander.

Suggestions and Comments

Please direct suggestions and comments to the program director. If you don't wish to or don't have time to talk with the director, there is also a parent suggestion box and forms located in the lobby. We are always looking for parent input and we encourage you to write down any suggestion that might improve our services.

Family Involvement and Input

The CYS program offers many opportunities for you, the parent, to become involved in the program. Chaperones are always needed for field trips and certain in-house projects or events. We love sharing authentic cultural celebrations with the children. Please share your heritage with us! It is a learning experience for both the staff and children. Volunteer to teach children a song in your home language, help us do an art project using a theme from your native home, or share a favorite recipe or story about your family traditions. Are you good at sports, sewing, art, cooking, dancing, music, or do you have a hobby to share? Come share with us! See the Program Director for ideas on ways to become involved, enrich the CYS program, and receive a discount on your monthly fee, as our thank you for helping out. Parent's can also become a member of the Installation Child and Youth Services Evaluation Team (ICYSET). This team inspects our local programs once each year, using another set of program standards. ICE Comments are another way for parents to voice opinions and offer suggestions. "How Are We Doing?" ICE comments can be made through our interactive ICE website at: <http://ice.disa.mil>.

Parent Advisory Group (PAG)

Parents are offered the opportunity to make a difference in their children's care by becoming involved in the Parent Advisory Group. Benefits of membership include ongoing improvement of Japan's Army Child and Youth programs and the opportunity to advocate for young children in a public forum.

The Program's PAG meets monthly in the respective programs and quarterly with representatives of all CYS Programs. (Center based, Family Child Care and other programs). The PAG representatives work with the Directors and staff on issues of common concern. The PAG offers all parents a voice and an opportunity to be involved and make a difference. Contact your center or the CRO at 263-4125 for more information on meeting times and locations.

Special Needs

Special needs children are defined as children with conditions that require special services, beyond those usually necessary to promote a child's growth and development.

Our programs make every effort to serve special needs children in our programs, provided we can take care of them safely and with reasonable accommodation. Public Law (PL) 94-457, a 1986 amendment to Public Law 94-142, expanded Special Needs care to include children ages 0-3. Families with special needs children should make that known to the Central Registration Office at registration time. This includes children who receive medication on a daily basis and have food allergies. Special needs children are evaluated by the Special Needs Assessment Panel (SNAP), prior to placement to determine adult/child ratio, verify the special need category, make necessary program adaptations and provide specific training to staff if necessary.

Child and Youth Services (CYS) Programs

CENTRAL REGISTRATION OFFICE (CRO)

1. CRO is responsible for the placement and registration of all children in all Child and Youth Services programs. CRO also maintains the waiting list for these programs and provides Resources and Referral Services for both military and civilian childcare services available in your area.
2. CRO maintains a list of trained teenage baby-sitters. Patrons needing these services should contact the CRO.
3. Short Term Alternative Childcare and Volunteer Childcare in Unit Setting. CRO provides/oversees on site childcare in support of special functions and meetings.
4. Volunteer Program. Trains and places all persons performing volunteer services within CYS programs.

CENTER-BASED PROGRAMS

Child and Youth Services offers:

1. **Full-Day Care.** Childcare services offered for children ages 6 weeks – 5 years that meet the needs of parents requiring childcare on a regularly scheduled daily basis (5 to 12 hours per day). Hours of operation for Zama and SHA are Monday through Friday 0530-1800.
2. **Part-Day Program.** Offers 3 days per week preschool developmental program with morning and afternoon sessions. A Part-Day Program is offered for pre-school children 3-5 years. Part-Day fees are prorated for the school term and therefore monthly payments remain the same throughout the school term regardless of the number of days in attendance for the month.
3. **Before, After, and Before and After School Program.** Before and after school care for children in grades K-6 meets the needs of parents requiring childcare on a regularly scheduled daily basis (2 – 12 hours per day). Hours of operation for kindergarten are Monday through Friday 0530 – 1800, for youth in grade 1 – 6 the hours are 0630 – 1800. During the summer months a summer camp is offered. For more information please contact the CRO at 263-4125.
4. **Hourly Care Program.** Childcare services offered for children ages 6 weeks – 12 years that meet the needs of parents requiring childcare on a drop in basis (1 to 20 hours per week in the CDC and 8 hours a week in the SAS program). Hours of operation are Monday through Friday 0800 – 1700. Reservations can be made up to 30 days in advance or same day. Patrons will be assessed the full fee for any reservations not cancelled prior to the day of reservation.
5. **Youth Fitness and Sports.** Youth Fitness and Sports Programs are provided by staff or by contracted instructors. They include gymnastics, karate, swim team, soccer, flag-football, in-line hockey, cheerleading, basketball, baseball/softball/t-ball, sports clinics, an outdoor adventure club, an extreme

sports adventure club and many other clubs and programs. All participants must be registered with the Central Registration Office prior to signing up for a Youth Fitness or Sports Program.

6. **Middle School/Teen.** Two separate, but equal programs are offered. Middle School is made up of teens 6th through 8th grades, usually 11 to 14 years old. Teen Programming is made up of teens 9th through 12th grades, usually 15 through 18 years old. A sample of the program based curriculum which Middle School and High School teens may choose from includes Arts, Recreation, and Leisure Programs, Life Skills, and Mentoring, Intervention and Support Services. Activities and services are offered through the teen centers or outreach sites. The Teen Centers are age appropriate sites with well-trained, friendly and helpful staff advisors to assist teens. High School Teen Councils, known as Keystone Clubs design center décor's as well as assist staff in identifying the program. The Middle School and Teen Center is located at bldg. 314 on the Zama main post. The hours of operation are M – Th 1430 – 1900, Friday 1430 – 2100 and Saturday 1200 – 2100. Hours are subject to change based on Keystone Clubs review and suggestions.

FAMILY CHILD CARE

Family Child Care (FCC) program is a professionally managed network of individuals providing childcare in their government quarters. FCC was established to support the specific childcare needs of military families. All FCC providers receive in excess of 60 hours of initial instruction (on such topics as CPR, food sanitation and early child development) prior to being provisionally certified. In addition, providers receive on-going training, and FCC certified homes are monitored regularly by Preventive Medicine, the Fire Department, Safety Office and FCC staff. All providers and their families submit to extensive background clearances with favorable results required prior to certification and annually thereafter. The potential provider and their family members are screened through an interview in their home. After required training and home inspections, the Post Commander considers the provider's home for certification. The provisional certificate is valid for up to 12 months and additional training is required to achieve full certification.

The Family Child Care (FCC) office is located in building 533. The program is divided into two regions, Zama and Sagamihara. A Director and a Program Assistant staff the program as well as assistance from a CYS Training & Curriculum Specialists. The staff provides oversight and inspections of all certified day care homes on post. Home visits are conducted at least monthly. Observations by the Training and Curriculum Specialists are in addition to the home visits conducted by the CYS Management and program assistant.

It is the mutual responsibility of the parents and the FCC provider to uphold the provisions of the contract for care. The FCC providers are independent contractors with varying services and requirements. Parental contract provisions typically include:

- Providing disposable diapers and changes of clothing
- Keeping the provider informed of any changes in telephone numbers, working hours, emergency notifications and release information.
- Arriving at the agreed time to pick children up at the end of the day.
- Paying the provider the full amount agreed upon in the contract on the day it is due.
- Specific information on sick days, vacation periods, fees, holidays and periods of provider home closure.
- Substitute or back-up care responsibilities and information.

1. The Provider

FCC providers are professionally trained to provide quality developmental childcare to children 4 weeks to twelve years of age. The benefits of becoming a FCC provider include:

- Free training in a marketable occupation. Credit transfers to Army installations world-wide.
- Free use of the FCC toy lending library.
- Free referrals by SPS to families needing childcare.
- Free workshops on such subjects as child growth and development, story telling, discipline techniques.
- A support system including the FCC staff, other providers and a wide range of professionals such as fire, medical and social services personnel.
- Reimbursements for foods served in accordance with USDA guidelines.

2. The Parent

FCC offers parents the opportunity to place their child in a home environment under the care of a trained professional provider. Parents can be assured that the provider and provider's home have met strict standards before being certified and will continue to be monitored on a regular basis.

In addition, FCC offers parents:

- The assurance that all providers' backgrounds have been cleared through 7 agencies.
- Flexible hours and the ability to meet special needs.
- Individualized care for your child, as each FCC home can accept only a limited number of children.
- A provider willing to work with you to ensure your child develops his/her fullest potential.

3. The Child

Children placed in FCC homes reap the rewards of an enriching, developmental environment. They receive nutritious meals, participate in educational activities and play in a clean, safe, and happy home.

It is important that a parent prepare a written statement about any conditions in the FCC home that are causes for concern. Contact the FCC Director at CRO 263-5723.

Remember. **If you are providing childcare on a regular basis in government housing. YOU MUST BE CERTIFIED.** If not, you are in violation of AR 608-10 and can be removed from family quarters. We are always interested in adding FCC providers to our team. *We especially need providers for extended hours care. Contact the FCC office at 263-5723 for further information.*

Some Important Things to Remember

1. All participants in CYS Programs must be registered at the Central Registration Office prior to enrollment in any CYS Program/Center. Any registration changes also must be done at the Central Registration Office.
2. Please leave toys, money (unless required), walk-mans, CD's, Gameboys, and other valuables at home. The CYS programs will not be held liable for broken or lost items.
3. A Lost and Found fare is maintained in each room/center. Please check it occasionally for missing personal possessions.
4. If a child brings in a towel, slippers, jacket, sweater, or extra clothing, please make that all items are labeled with the child's name.

5. For the safety of all children, it is imperative that they wear shoes and socks to the program each day. No sandals or open-toed shoes allowed.
6. Children are required to be potty-trained before entering the SAS program.
7. All CYS program centers are smoke free.
8. Tax receipts are not provided at the end of the year. You will be provided with a receipt at the time of each payment. Please save all receipts to verify payment for tax purposes. Call the CRO for the Tax ID number.
9. If you plan to withdraw from a CYS program, you must do so in writing two weeks prior to the last day of attendance. The leave option may not be used for this purpose.
10. Patrons facing long or short-term financial difficulties that affect their ability to meet established fees or payment schedules may request evaluation as a hardship case. All such cases must be evaluated by the financial planning service at Army Community Service (ACS) and requested in writing to the Child and Youth Service Officer.

USAG-JAPAN Child and Youth Services (CYS) – Who Are We?

Child and Youth Services Coordinator – coordinates and manages all Army CYS systems at Zama.

CYS Program Assistant – assists the CYS Coordinator in developing, implementing, coordinating, and maintaining all Army CYS systems at Zama.

Training and Curriculum Specialists – are provided in all systems to ensure quality assurance and manage training requirements to minimize the risk of child abuse. Training and Curriculum Specialists oversee developmental programming through observation role modeling in child activity areas and serve as consultants to directors on selection of age-appropriate toys, materials, and resources.

Central Registration and Outreach Services (CRO) – manages the CRO system which includes but is not limited to Waiting Lists, Central Registration, Resource and Referral, Volunteers, Parent Education, and Special Needs.

CYS Fitness and Sports Director (FS, D) - is responsible for oversight and coordination of all Army Youth Development Fitness and Sports Programs within the Zama Community to ensure uniform policies and standards for ages 3 – 18.

Middle School Director – is responsible for oversight and coordination of all Army Middle School Youth Development Programs within the Zama Community to ensure uniform policies and standards for grades 6-8.

Teen Director - is responsible for oversight and coordination of all Teen Development Programs within the Zama Community to ensure uniform policies and standards for grades 9-12.

Center Directors (CD) – one at each Child/Youth Center who manages the overall day-to-day operations and maintenance of the facility and supervises program directors, teachers, caregivers, and other center personnel.

Center Assistant Directors (CAD) - assist the Center Director in administration and operation of the day-to-day operations, working with the director to ensure that proper child/staff ratios are maintained, appropriate procedures are followed concerning the business operations of the center and cost efficiency measures are considered.

Child/Youth Teachers/Education Technicians (Leads) – are assigned to each age group within the center-based and SPS system. These teachers are responsible for preparing courses of instruction and lesson plans for child activities and ensuring that the teaching methods and techniques are proper for the child-age group served. Teachers oversee Child and Youth Program Leaders and Assistants.

Child and Youth Program Assistants/Caregivers – work within activity rooms and conduct appropriate play and learning activities and attend to the physical needs of children.

Family Child Care (FCC) Coordinator – is responsible for oversight/management and coordination of all Army quarters-based care systems to ensure uniform policies and standards are followed by providers. Manages a quarters-based system of childcare delivery FCC homes to assist and train the providers and to assure quality and consistent childcare.

Family Child Care Providers – certified family members living in government quarters who care for children within a developmentally appropriate program monitored by FCC personnel.

Food Service Manager – trains and monitors center-based Food Service Staff. Ensures USDA requirements are met.

Cooks – prepare nutritious food to meet USDA guidelines.

Food Service Workers and Technicians – ensure center-based food service, health and sanitation procedures for all systems meet USDA requirements.

Operation Clerks/Receptionists – skilled individuals who pull us all together, who greet parents and special visitors, receive payments, gather statistics, type correspondence, teach everyone about computers, and much more.

School Liaison Officer (SLO) – The SLO is the Liaison between the Schools and Command and Schools and the Community. This person is also responsible for the Free and Reduced Lunch Program at Zama.

CYS – is a team of individuals who are committed to providing the best developmental program possible in a safe nurturing, environment. We look forward to getting to know you and your child, and we welcome your comments at any time.

PRODUCED BY CYS ADMIN – LAST REVISION DATE: 7/31/2002

Reference

Parents, please fill out the following pages and keep it in your handbook for quick reference:

1. My children enrolled with CYS:

_____	_____	_____
Name	Program	Phone Number

2. My CYS Point of Contact is:

_____	_____	_____
Name	Program	Phone Number

3. My Emergency Contact Person is:

_____	_____	_____
Name	Home Phone Number	Work Phone Number

4. Release Designees for my child(ren) are:

_____	_____	_____
Name	Home Phone Number	Work Phone Number

5. Other helpful information:

_____	_____
Name	Phone Number

_____	_____
Doctor's Name	Dentist's Name

MEAL PATTERNS FOR CHILDREN AGES ONE THROUGH TWELVE YEARS OF AGE

<u>Ages 1-3</u>	<u>3-5</u>	<u>6-12</u>	
Breakfast:			
1. Milk, fluid	½ cup	¾ cup	1 cup
2. Vegetable, fruit, or full-strength juice	¼ cup	½ cup	½ cup
3. Bread and bread alternates (whole grain or enriched):			
Bread or cornbread, rolls, muffins, or biscuits	½ serving	½ serving	1 serving
or cold dry cereal (volume or weight,	¼ cup	1/3 cup	¾ cup
whichever is less)	or 1/3 oz	or ½ oz	or 1 oz
or cooked cereal, pasta, noodle products,			
or cereal grains	¼ cup	¼ cup	½ cup
Lunch or Supper:			
1. Milk, fluid	½ cup	¾ cup	1 cup
2. Vegetable and/or fruit (2 or more kinds)	¼ cup ttl	¼ cup ttl	¾ cup ttl
3. Bread and bread alternatives (whole grain or enriched):			
Bread	½ slice	½ slice	1 slice
or cornbread, rolls, muffins, or biscuits	½ serving	½ serving	1 serving
or cooked cereal, pasta, noodle products,			
or cereal grains	¼ cup	¼ cup	½ cup
4. Meat or meat alternates	1 oz	1½ oz	2 oz
Lean meat, fish, or poultry			
(edible portion as served)			
or cheese or cottage cheese	1 oz	1½ oz	2 oz
or egg	1 egg	1 egg	1 egg
or cooked dry beans or peas*	¼ cup	3/8 cup	½ cup
or peanut butter, soy nut butter or	2 tbsp.	3 tbsp.	4 tbsp.
other nut or seed butters			
or peanuts, soy nuts, tree nuts, or seeds	½ oz**	¾ oz**	1 oz**
or an equivalent quantity of any combination			
of the above meat/meat alternates			

Snack:	Ages 1-3	3-5	6-12
(Select two of these four components.)***			
1. Milk, fluid	½ cup	½ cup	1 cup
2. Vegetable, fruit, or full-strength juice	½ cup	½ cup	¾ cup
3. Bread and bread alternates (whole grain or enriched):			
Bread	½ slice	½ slice	1 slice
or cornbread, rolls, muffins, or biscuits	½ serving	½ serving	1 serving
or cold dry cereal (volume or weight whichever is less)	¼ cup or 1/3 oz	1/3 cup or 1/2 oz	¾ cup or 1 oz
or cooked cereal, pasta, noodle products, or cereal grains	¼ cup	¼ cup	½ cup
4. Meat or meat alternates	½ oz	½ oz	1 oz
Lean meat, fish, or poultry (edible portion as served)			
or cheese	½ oz	½ oz	1 oz
or egg	½ egg	½ egg	1 egg
or cooked dry beans or peas*	1/8 cup	1/8 cup	¼ cup
or peanut butter, soy nut butter or other nut or seed butters	1 tbsp.	3 tbsp.	2 tbsp.
or peanuts, soy nuts, tree nuts, or seeds	½ oz	½ oz	1 oz
or an equivalent quantity of any combination of the above meat/meat alternates			
or yogurt.	2 oz or ¼ cup	2 oz or ¼ cup	4 oz or ½ cup

*In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.

**No more than 50% of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For the purpose of determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked meat, poultry, or fish.

***Juice may not be served when milk is served as the only other component.

Ages 1-3 yrs need an additional ½ oz of another meat/meat alternate.

Ages 4-6 yrs need an additional ¾ oz of another meat/meat alternate.

Yogurt may be used as a meat/meat alternate at snack only.

FOOD ALLERGY FORM

CHILD'S NAME: _____

PARENT'S NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

Please give the center the following information regarding your child.

Food Allergy: (Parent will follow up with a written consultation sheet from a nutritionist and will provide center with approved substitution food list)

Food Substitutions which can be made:

Other Allergies: (dust, sensitive skin, bee sting)

Medical Problems/Conditions: (i.e., reaction to medication/heart problems/seizures, etc)

Special Needs: (i.e. Developmental Delays, Speech, Hearing, Vision, etc)

Has your child been screened by the Exceptional Family Members Program?

Birthmarks: (list location of distinguishing mark, i.e. Mongoloid spots on buttocks)

Parent Signature/Date

Physician's Signature/Date
(Physician's signature required only if child has allergies)

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TWO WEEK LEAVE OPTION REQUEST

I, _____,
(Parent/Guardian Printed Name)

request to use the two week leave option from _____.
(Starting date to ending date)

My child/children, _____,
(Full name/Names of child/children)

is enrolled in the _____ program at
(Program) examples, part-day toddler/School Age Services

_____.
(Facility Name) examples Zama CDC, SHA CDC or SHA SAS

(Patron signature and date)

(Processed by and date)

(Processed by and date)

CHILD RELEASE AUTHORIZATION

I, _____,
(Parent/Guardian Printed Name)

authorize my child/children, who/whom are ten years of age or older,

_____,
(Full Name/Names of child/children)

enrolled in the School Age Services Program at _____

to be released unaccompanied by an adult, at _____
(Time child is to be released) examples 4 p.m./5 p.m.

on the days he/she/they attends the School Age Services Program. I understand that the School Age Services Program is no longer responsible for the health and welfare of my child/children after the time of release.

(Patron signature and date)

(Processed by and date)

(Processed by and date)

Important Child and Youth Services (CYS) Phone Numbers

CYS Branch Office Bldg. 102

Child and Youth Services Coordinator.....	263-8086
Program Assistant	263-5701
School Liaison Officer	263-3241
Training and Program Specialist	263-5081

Central Registration Office and Outreach Services

Central Registration.....	263-4125
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Family Child Care

Director.....	263-3397
Program Assistant.....	263-5723

Child Development Centers (CDC)

Zama	263-4055
SHA Center	267-6564

Youth/Teen Centers

Zama Youth Center	263-4500
Youth Fitness and Sports.....	263-5437

School Age Services

SHA Center	267-6317
Zama Drop off/Pick up Center	263-4500



I, _____,

have received the Child and Youth Services (CYS) Parent Handbook on

(date)

and understand who my CYS point of contact is, should I need further clarification or assistance.

(patron signature)